

ASSIGNMENT 2

Textbook Assignment: "Public Affairs Office Management," pages 1-25 through 1-55.

- 2-1. A typical public affairs annex to an operation order contains all except which of the following information?
1. Specific instructions on policy for information activities
 2. The scope of picture and Story coverage desired
 3. The staffing of the Command Information Bureau (CIB)
 4. Plans for communication facilities for the fleet operation
- 2-2. Command information bureaus (CIBs) are normally established by a notice for which of the following events?
1. Adverse incidents
 2. A major fleet exercise
 3. An important news situation
 4. All of the above
- 2-3. Information on the release of casualties is contained in which of the following public affairs plans?
1. CIB
 2. Adverse incident
 3. Special event
 4. Command public affairs
- 2-4. Comprehensive information on how to properly format a naval message may be found in which of the following publication?
1. Navy Public Affairs Policy and Regulations, SECNAVINST 5720.44A
 2. Special Incident Reporting, OPNAVINST 3100.6F
 3. Naval Messaging, OPNAVINST 3100.6G
 4. Telecommunications Users Manual, Naval Telecommunications Procedures (NTP) 3

- 2-5. Which of the following date-time groups is correct?

1. 091245Z 93 JUN
2. 2118025Z JUL 93
3. 0021445Z AUG 93
4. 041730Z SEP 93

- | |
|--------------|
| A. Routine |
| B. Priority |
| C. Immediate |
| D. Flash |

Figure 1

IN ANSWERING QUESTIONS 2-6 THROUGH 2-11, SELECT THE NAVAL MESSAGE PRECEDENCE THAT FITS THE DESCRIPTION USED AS THE QUESTION. RESPONSES IN FIGURE 1 MAY BE USED MORE THAN ONCE.

- 2-6. Most public affairs messages are sent using this precedence.

1. A
2. B
3. C
4. D

- 2-7. Speed of service objective is within '30 minutes.

1. A
2. B
3. C
4. D

- 2-8. The highest precedence normally authorized for administrative messages.

1. A
2. B
3. C
4. D

- 2-9. Contains the precedence prosign Z.
1. A
 2. B
 3. C
 4. D
- 2-10. Assigned when the message concerns the immediate movement of naval air or ground forces.
1. A
 2. B
 3. C
 4. D
- 2-11. Assigned when used to report a hurricane believed to be previously undetected.
1. A
 2. B
 3. C
 4. D
- 2-12. The "INFO" line in a naval message is located in which of the following areas?
1. Under the TO line
 2. Under the FROM line
 3. Before the DTG
 4. After the subject line
- 2-13. Which of the following punctuation marks/symbols may NOT be used in a naval message?
1. &
 2. \$
 3. @
 4. '
- 2-14. The preparation of a unit situation report (SITREP) is warranted in all except which of the following situations?
1. A naval base galley fire that results in \$1,000 in damages
 2. A Navy jet that blows two tires and runs off the runway at a naval air station
 3. A frigate that runs aground on the shores of a small Maryland city
 4. A flood at the base Navy Exchange that inconveniences patrons for two weeks
- 2-15. An event occurs that warrants the transmission of a unit SITREP. You should transmit the unit SITREP within what maximum amount of time?
1. 1 hour
 2. 2 hours
 3. 20 minutes
 4. 40 minutes
- 2-16. An initial unit SITREP may be delayed while the public affairs office gathers critical information for release.
1. True
 2. False
- 2-17. A news release in message form should be released at what point?
1. When 30 minutes have elapsed since the unit SITREP was sent
 2. When all details are gathered and verified
 3. When the CO decides that the information should be released
 4. Where the unit SITREP is sent, or immediately after

- 2-18. Which of the following Statements best describes the objective of public affairs guidance (PAG)?
1. PAG is written to support the training programs of public affairs office managers.
 2. PAG forms the foundation of what to say or what not to say on a particular issue
 3. PAG forms the foundation of Navy-wide training programs implemented by CHINFO
 4. pag is written to supplement policy in OPNAVINST 1330.2B
- 2-19. How should you write PAG on a single, but diverse, issue?
1. Cover the main issue and at least one additional prominent issue
 2. Cover the main issue and at least two additional prominent issues
 3. Cover the most important issue and make it the subject of the PAG
 4. Each of the above
- 2-20. The memorandum for the record allows you to perform which of the following functions?
1. Record important information that may not otherwise be documented
 2. Bypass the chain of command to take appropriate action
 3. Create a binding legal document to be used to establish policy
 4. All of the above
- 2-21. A point paper may be used in which of the following situations?
1. When requesting public affairs assistance from CHINFO
 2. When establishing a public affairs office training program
 3. Where a superior is preparing for a press conference
 4. All of the above
- 2-22. What is the standard size of Navy correspondence?
1. 8 by 11 inches
 2. 8 1/2 by 11 inches
 3. 8 1/2 by 13 inches
 4. 9 by 13 inches
- 2-23. The public affairs office manager should maintain files on which of the following items?
1. Memoranda
 2. News releases
 3. Command history
 4. All of the above
- 2-24. For you to produce a newspaper clipping for the clip file, what is the most preferred method?
1. To center mount the clip on an 11- by 14-inch sheet of plain bond paper, using cellophane tape
 2. To mount the clip flush left on an 8 1/2- by 13-inch sheet of plain bond paper, using rubber cement
 3. To center mount the clip on an 8 1/2- by 11-inch sheet of plain bond paper, using a paper adhesive
 4. To mount the clip flush right on an 8 1/2- by 13-inch sheet of colored bond paper, using a stapler
- 2-25. A package of the daily news clippings should be forwarded to which of the following individuals?
1. CO, XO and all division officers
 2. CO, XO, C/MC and all department heads
 3. CO, C/MC and all department heads and division officers
 4. CO, XO, all division officers and all LCPOs

- 2-26. Which of the following phrases is considered most appropriate when you answer the telephone?
1. "USS *Manatee* Public Affairs, Petty Officer Martin speaking, may I help you please?"
 2. "USS *Manatee* PAO, can I help you?"
 3. "This is Petty Officer Martin, USS *Manatee* PAO, can I assist you?"
 4. "*Manatee* PAO"
- 2-27. Before putting a telephone caller on hold, you should use which of the following phrases?
1. "Just a minute"
 2. "Wait one"
 3. "One minute"
 4. "One moment, please"
- 2-28. You receive five telephone calls in a 30-minute span while working on two very important projects. What action should you take?
1. Attend to the telephone calls first, then continue working on the projects
 2. Continue working on the projects, then return the telephone calls if you have time
 3. Attend to the telephone calls and ask the PAO for help on the projects
 4. Continue working on the projects, then return the telephone calls as soon as you can
- 2-29. Which of the following statements best describe(s) the situation you will encounter when working for a collateral duty PAO?
1. A collateral duty PAO will provide the office with better overall leadership than a 1650 PAO
 2. A collateral duty PAO will devote a limited amount of time to the office
 3. A collateral duty PAO will depend on the senior journalist to handle the daily office responsibilities
 4. Both 2 and 3 above
- 2-30. Who serves as the overall coordinator for the commissioning ceremony of a ship?
1. ASD(PA)
 2. The prospective CO of the ship
 3. CHINFO
 4. The PAO/senior journalist of the ship
- 2-31. A typical press kit for the commissioning of a ship contains which of the following items?
1. The name of the sponsor
 2. A coat of arms description
 3. The names of congressional members that are scheduled to attend the ceremony
 4. An official welcome and statement from SECNAV
- 2-32. Plans for the homecoming ceremony of a ship are executed with the help of what individual?
1. The "sister ship" homecoming coordinator
 2. The appropriate fleet CINC
 3. CHINFO
 4. The OIC of the appropriate NAVINFO

- 2-33. Printed invitations for a decommissioning ceremony should be mailed how many weeks before the actual ceremony date?
1. 1to2
 2. 3to6
 3. 4to8
 4. 5 to 10
- 2-34. Who is responsible for publicizing a decommissioning ceremony?
1. SECNAV
 2. CHINFO
 3. The Decommissioning ship's CO
 4. The station commander
- 2-35. The final selection of the principal speaker of a decommissioning ceremony is made by Whom?
1. The CO of the decommissioning
 2. CHINFO
 3. SECNAV
 4. ASD(PA)
- 2-36. Detailed information regarding the embarkation of civilians in Navy ships is contained in which of the following publications?
1. OPNAVINST 5720.2 series
 2. SECNAVINST 5720.44A
 3. Both 1 and 2 Above
 4. SECNAVINST 5212.5 series
- 2-37. Where, if ever, are Tiger Cruise guests allowed to eat in the wardroom?
1. When the CO approves it
 2. Where officers sponsor the guests
 3. When scheduling and funding constraints allow
 4. Never
- 2-38. When funding permits, embarked civilians on a guest cruise should receive which of the following mementos?
1. A photograph of the ship signed by the CO
 2. A plaque of the ship
 3. A videotape of the visit
 4. A copy of the ship's latest cruisebook
- 2-39. Who, if anyone, is permitted to initiate guest cruise publicity?
1. The PAO of the ship
 2. The individual guest cruise participant
 3. The CO of the ship
 4. No one
- 2-40. When, if ever, may female entertainers stay overnight during an embark aboard a U.S. Navy ship?
1. When CHINFO approves it
 2. When the CO of the ship authorizes it
 3. When the appropriate fleet commander in chief approves it
 4. Never
- 2-41. Which of the following youth groups is authorized to embark aboard a U.S. Navy ship?
1. Quill and Scroll
 2. Boy Scouts of America
 3. Little League Baseball association of America
 4. National Junior Law Enforcement Club (NJLEC)
- 2-42. What is the duration (in days) of a SECNAV Guest Cruise?
1. 5
 2. 2
 3. 3
 4. 4

- 2-43. A SECNAV Guest Cruise includes all except which of the following activities?
1. An underway, overnight visit to an LPH or CGN
 2. A pier-side or at-sea tour of a surface ship
 3. A pierside tour or embark on a nuclear submarine
 4. Observation of Marine and SEAL field activities
- 2-44. Who is responsible for maintaining a list of probable SECNAV Guest Cruise guests?
1. ASD(PA)
 2. CNO
 3. SECNAV
 4. CHINFO
- 2-45. Guests eligible for a SECNAV Guest Cruise include those who have not participated in a cruise on a U.S. Navy ship in the last nine years.
1. True
 2. False
- 2-46. Public tours of a ship offer which of the following advantages?
1. Education
 2. Enjoyment
 3. Both 1 and 2 above
 4. Remedial public affairs
- 2-47. Before drafting a visitation plan, you should take which of the following actions?
1. Seek guidance from the next highest public affairs office in the chain of command
 2. Get input from those officers and special assistants who will be involved in the public visit(s)
 3. Draft a rough plan and mail it to CHINFO with a completed CHINFO Form 5723-1
 4. Formulate a visitation plan committee consisting of PAOs and senior journalists in the area
- 2-48. BM1 Whale is a top-notch sailor who presents an outstanding personal appearance. Through casual conversation, you discover that he is a former Toastmasters member and would enjoy conducting tours of the ship during Armed Forces Day this Saturday. What action should you take?
1. Discuss the situation with his division officer and department head, then ask him to put in a special request chit
 2. Request a command waiver to authorize a boatswain's mate to function in a public affairs role
 3. Specifically designate BM1 Whale as a tour guide in the public visitation plan
 4. Both 2 and 3 above
- 2-49. For which of the following reasons should you post a "welcome sign" at the guests' point of entry to the ship?
1. To reduce the chance of a commotion or civil rights breach
 2. To remind visitors that photography of any kind is strictly prohibited
 3. To chronicle the history and awards of the ship
 4. To list the legal rights of the visitors in case of severe injury or death
- 2-50. What statement best describes the tour route of a ship?
1. Tour routes must strictly follow the provisions of SECNAVINST 5720.44A
 2. Tour routes on aircraft carriers may not include a stop at the arresting wires, because of safety reasons
 3. Tour routes vary from ship to ship, but they all must take into consideration security, safety and the crew's privacy
 4. Tour routes on destroyers world frigates may include stops at the gun turrets, but not the missile launchers

- 2-51. What are the most significant factors in managing the operational target (OPTAR) funds of a public affairs office?
1. Convenience and adaptability
 2. Range and accessibility
 3. Reliability and conservation
 4. Conservation and cost consciousness
- 2-52. In the development of an annual financial plan, what is the first step?
1. Projecting the use of consumables during the year
 2. Identifying the primary evolutions scheduled for the year
 3. Making a "wish list" of office items available only through open purchase
 4. Establishing firm guidelines for implementing the plan
- 2-53. An annual financial plan should receive, at a minimum, a review and update how often?
1. Every quarter
 2. Every six months
 3. Every nine months
 4. Annually
- 2-54. The PAO is on TAD and you are tasked with briefing the CO on an important public affairs matter. Before selecting a method of delivering the information, you should concentrate on which of the following areas?
1. Formulating a point paper on the matter
 2. Interviewing the CO's secretary to get his personal views on the matter
 3. Having complete and accurate information on the matter
 4. Practicing your delivery method with a colleague or a member of the staff
- 2-55. The PAO has left instructions for you to brief the CO using the memorandum system. How should you structure the memorandum?
1. Summarize the topic in the first two paragraphs
 2. List at least three proposed courses of action in the third paragraph, then address the main points of the topic
 3. Both 1 and 2 above
 4. Explain the most important issues of the topic first, there list at least three proposed courses of action
- 2-56. What microcomputer unit processes the data, performs arithmetic and logic functions and maintains control of the system?
1. RAM
 2. System unit
 3. Display unit
 4. Hard disk drive
- 2-57. All of the following are other terms for monitors except which one?
1. Display
 2. System unit
 3. Display device
 4. Cathode-ray tube
- 2-58. In addition to brightness, contrast and sizing controls, which of the following controls may be found on a monochrome monitor?
1. Black/green
 2. Black/white
 3. Color/noncolor
 4. Amber/normal/green
- 2-59. Most color monitors are of the RGB type. What does RGB mean?
1. Red-green-blue
 2. Red-gold-blue
 3. Raster gauge beam
 4. Registered global beam

- 2-60. The keyboard is used for which of the following functions?
1. To receive output from the microcomputer
 2. To input data into the microcomputer
 3. To input programs into the microcomputer
 4. Both 2 and 3 above
- 2-61. In addition to alphabetic characters and numbers and special characters, keyboard have which of the following types of keys?
1. Control
 2. Function
 3. Both 1 and 2 above
 4. Operation
- 2-62. All of the following are physical characteristics of disks except which one?
1. Flat
 2. Round
 3. Direct access
 4. Sequential access
- 2-63. Diskettes are also referred to by what other terminology?
1. Floppy disk
 2. Read-only disk
 3. Write-only disk
 4. Hard disk
- 2-64. Diskettes come in which of the following sizes, in inches?
1. 3, 5 and 7 1/2
 2. 3 1/4, 5 and 8
 3. 3, 5 1/4 and 8
 4. 3 1/2, 5 1/4 and 8
- 2-65. Which of the following conditions can lead to lost or scrambled data on a diskette?
1. Placing a diskette near a telephone
 2. Storing a diskette in temperatures that exceed 72 degrees
 3. Both 1 and 2 above
 4. Labeling a disk with a felt-tipped marker
- 2-66. Rigid metal platters contained in a small sealed unit either within the system unit or external to it are which of the following types of disk drive?
1. Colt
 2. Winchester
 3. Hard disk
 4. Both 2 and 3 above
- 2-67. Speed, large storage capacities and convenience are all advantages of which of the following storage media?
1. Diskettes
 2. Hard disks
 3. Paper tape
 4. Magnetic tapes
- 2-68. Printers used with microcomputers usually have (a) what speed and (B) print characters in what manner?
1. (a) Low speed
(b) one character at a time
 2. (a) Low speed
(b) one line at a time
 3. (a) High speed
(b) one character at a time
 4. (a) High speed
(b) one line at a time
- 2-69. Which of the following printers, if any, produces characters by using a series of dots?
1. Ink jet
 2. Daisy-wheel
 3. Laser
 4. None of the above
- 2-70. All microcomputer systems will have at least what type of software?
1. A window program
 2. A disk operating system
 3. A word processing package
 4. A database management system

- 2-71. Which of the following types of information must you provide to an applications software package when you install it on a microcomputer system?
1. Microcomputer configuration information
 2. Examples of the work that will be performed
 3. Lists of outputs you want on a scheduled basis
 4. All of the above
- 2-72. You run the risk of losing data and programs stored on a disk if you do not take which of the following actions?
1. Make backup copies
 2. Enter security codes in the file name
 3. Assign a volume number and name to each disk
 4. Use subdirectories to store similar data and programs
- 2-73. What does the term nodes refer to in local-area networks (LANs)?
1. Communications media
 2. Diskettes
 3. Operators
 4. Hardware
- 2-74. A LAN may be used to run an application program stored on the server's disk.
1. True
 2. False